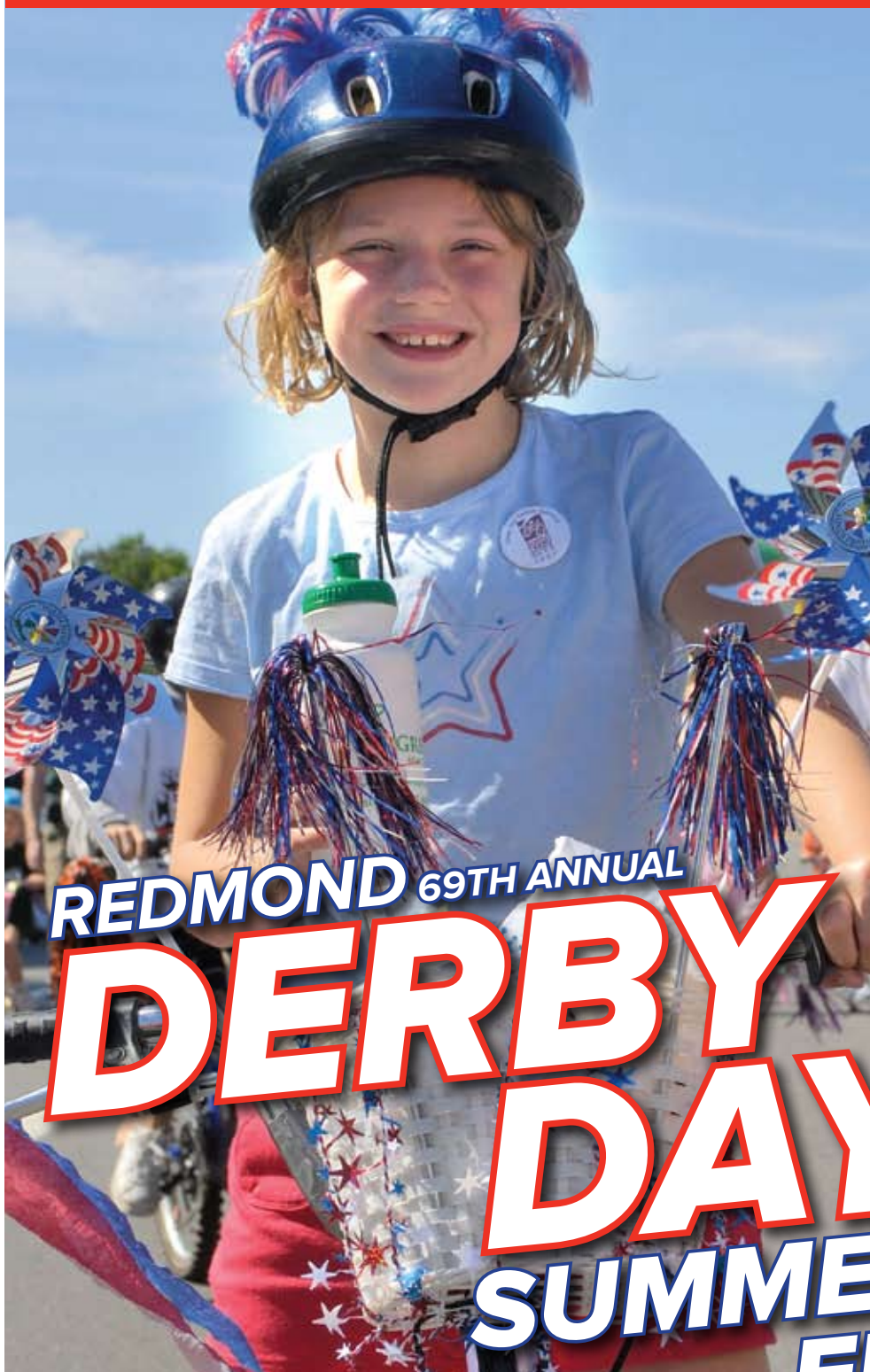


Vendor Application



NEW! REDMOND MEDICAL CENTER DERBY DAYS PARADE - Kids Parade & Grand Parade combined!
★ MICROSOFT ENTERTAINMENT STAGE ★ BICYCLE CRITERIUM ★ FUN KIDS ACTIVITIES
★ GREAT FOOD ★ BEER AND WINE GARDEN ★ FUNTASTIC CARNIVAL ★ FIREWORKS FINALE

More information at: www.redmond.gov or 425-556-2299

Redmond Derby Days Summer Festival

July 11, 2009, 10am–9pm

2009 Vendor Information

What is Derby Days?

Redmond Derby Days is an exciting one day summer festival—celebrating its 69th year! Over 10,000 attendees will enjoy:

- ★ Redmond Medical Center Derby Days Parade
- ★ Bicycle Criterium—America's Longest Running
- ★ Delicious Food
- ★ Beer and Wine Garden
- ★ Musical Entertainment—Something for Everyone!
- ★ Fun Kids Activities
- ★ Funtastic Carnival
- ★ Fireworks Finale

Marketing

City of Redmond Derby Days, Seafair sanctioned, Summer Festival marketing plan includes:

- ★ Brochures and Mailings to Local Community
- ★ *Focus on Redmond* Magazine (28,000 distribution)
- ★ City of Redmond Website
- ★ Newspaper Ads
- ★ Poster Distribution to Local Community
- ★ Utility Bill Stuffers (13,000 households)
- ★ RCTV (14,000 households)
- ★ Redmond Recreation Guide (28,000 distribution)
- ★ Radio

Food Booth

We will accept businesses that represent a variety and balance of food choices and price ranges. **See back page for details.*

Requirements: Vendor to provide own booth, hand washing station and possess a current health department permit. Booth hours **10am–9pm**.

BOOTH FEE

REDMOND BUSINESS

\$300 (Current Redmond business license required. Attach proof of license with vendor application.)

NON-REDMOND BUSINESS

\$400 (Includes \$90 minimum Redmond business license fee. Attach completed license application with vendor application.)

Vendor Booth

Business and non-profit organizations have a great marketing opportunity by providing a booth.

Requirements: Each booth must provide a free game or hands-on activity appropriate for a broad age range. Prizes and marketing information may be distributed. No company sales may take place at event.

Fee includes: 10x10 tent, table and two chairs. No water access. Booth must be staffed and operational from **10am–8pm**.

REDMOND BUSINESS

\$300 (Current business license required. Attach proof of license with vendor application)

NON-REDMOND BUSINESS

\$500 (Includes \$90 minimum Redmond business license fee. Attach completed license application with vendor application)

NON-PROFIT

\$125

POWER ACCESS

\$50 (Vendors must provide electrical cords)

Questions? Contact Nicole Wiebe
425-556-2395 or nwiebe@redmond.gov
NO refunds for cancellations after June 30, 2008

Redmond Derby Days Summer Festival

July 11, 2009, 10am–9pm

2009 Vendor Application

Deadline–June 5, 2009–NO EXCEPTIONS!

☐ **FOOD BOOTH**

☐ **VENDOR BOOTH**

Name of Business/Restaurant/Organization: _____

Type of Business/Product (Brief Description): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Cell Phone: _____

E-mail: _____ Fax: _____

FOR FOOD AND BEVERAGE VENDORS ONLY:

Please list all food/beverage items and sales price you wish to offer. Any changes to this list must be approved:

1. _____ Price: _____

2. _____ Price: _____

3. _____ Price: _____

Do you have any special needs or concerns? _____

Please list your equipment and power requirements per unit:

APPLIANCE	AMPS OR WATTS	VOLTAGE	OTHER/MISC.
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please describe booth (size, layout). Vendor booths please describe the activity and prizes you will offer.

Signature: _____ Print Name: _____ Date: _____

Vendor fee enclosed \$_____ Make checks payable to the City of Redmond. **Credit cards are not accepted for booth payment.**

Please mail this page and vendor fee to:

Derby Days MS: ORSPK, P.O. Box 97010, Redmond, WA 98073–9710 Attention: Nicole Wiebe



69th Annual Redmond **Derby Days** July 11, 2009

Vendor Guidelines and Information Center

WHEN:

Saturday, July 11, 2009
10am–8pm Vendor Booths
10am–9pm Food Booths

WHERE:

Redmond City Hall Campus
15670 NE 85th Street, Redmond, WA 98052

WHAT:

Redmond Derby Days is an exciting one day summer festival. Over 10,000 attendees!

WHO:

Open to local businesses and non-profit organizations that would like to promote their products and/or services.

HOW:

Complete the attached registration form and return with payment to the address provided on the form. Registration forms are processed in order received and by type of business. **Limits may be placed on the number of similar vendors.** Register early—to ensure a booth!

The following guidelines are applicable to all Derby Days vendors:

- 1. Vendor Booths**—Booths are informational and promotional—actual product sales are **not** allowed. ALL vendor booths must provide a free game or hands-on activity appropriate for a broad age range. Prizes, samples and commercially produced food items may be handed out, along with marketing and promotional materials (which are encouraged). Need a suggestion? Contact Nicole Wiebe at 425.556.2395 or email nwiebe@redmond.gov
- 2. Check-in/Information Booth**—There will be a centrally located Information Booth. Please check-in at the booth upon arrival for site assignments and set-up instructions.
- 3. Set-Up**—Friday, July 10, 5–8pm and Saturday, July 11, 6:30 am–8am. Vehicle access during designated load-in and load-out times only. Beyond the designated times vendors must transport items by foot.
- 4. Breakdown** at conclusion of event, Saturday, July 11th.
 - Vendor Booths begin breakdown: 8pm
 - Food Booths begin breakdown: 9pm

5. No early departures—all vendors must stay for scheduled times. No storage accommodations are available before or after the event. All materials and trash must be removed from the event site at the conclusion of the event.

6. Booth location assignments will be determined by a City representative, ensuring consideration that similar business types are spread throughout the space.

7. The City of Redmond reserves the right to deny admission to vendors that do not comply with previously stated guidelines or inappropriate vendors.

MENU: The City of Redmond reserves the right to restrict certain food items or beverage brands due to contractual exclusivity with event sponsors. Vendors will be notified of any such restrictions that may conflict with their menu offerings before acceptance. Vendors who sell soft drinks or bottled water as part of their regular menu will have the opportunity to offer the official beverages in their booth.

SELECTION: Applicants are evaluated based on location of business, date of submission, reputation, menu, experience, booth appearance and past history with the event. Application and past participation does not guarantee acceptance.

8. A gray water station will be located near the food booth area. A sink for washing dishes **will not** be available at the festival site.

9. Vendors must provide the City of Redmond with a Certificate of Insurance by July 1, 2009, for one million (\$1,000,000) dollars naming the City of Redmond as an additional insured as pertains to your participation in the Derby Days Festival.

10. Security—During load-in and open festival hours, booth security is your responsibility. Please ensure your booth is attended at all times. On-site security will be provided Friday, July 10 from 8pm–7am the next morning. Please do not leave valuables in your booth. The Redmond Derby Days Committee and all sponsors/partners are not responsible or liable for any damages or missing items.